



**COUNTY OF ERIE**  
**DIVISION OF PURCHASE**  
\*\*\* MEMORANDUM \*\*\*

TO: All Requisitioners

FROM: Lorraine M. Kolb, Buyer

DATE: JULY 1, 2016

SUBJECT: Bid # 216107-005 "PRINTED ENVELOPES"



The bid for printed envelopes has been **AWARDED** for a 6-month period to Data-Mation Printing & Graphics Inc. The following information will assist you in processing your requirements. **Award is for the period of July 1, 2016 through December 31, 2016. Pricing attached.**

Bid #	216107-005
Vendor Regular & Window Envelopes	Data-Mation Printing & Graphics Inc. PO Box 322 Buffalo NY 14223
	Vendor # 108464
Contact	Brian Palmer, President Telephone #: 716-832-8910 Fax #: 716-832-7461
Material Group:	310
Purchase Group:	005
Terms:	Net 30
Delivery:	5-7 Days ARO

**PLEASE SUBMIT TWO (2) SAMPLES OF EACH ENVELOPE TO PURCHASE WITH REQUISITION NUMBER WRITTEN ON SAMPLE.**

The Post Office has requested that a room number is included on the return address on the address line: example, 95 Franklin Street Room 1400 (to enable to automate their pre-sorting operation and make it more efficient). Commissioner of Public Works (in charge of the mail room) needs to approve the room numbers that are used before the envelopes are printed.

lmk

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 6-3/4 **REGULAR** ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
5 "T"	\$29.50/T	\$14.68	\$2.07
10 "T"	\$23.75/T	\$7.00	\$2.07
15 "T"	\$22.95/T	\$5.00	\$2.07
20 "T"	\$21.90/T	\$3.25	\$2.07
25 "T"	\$20.75/T	\$3.00	\$2.07
50 "T"	\$19.25/T	\$3.00	\$2.07
100 "T"	\$17.60/T	\$1.75	\$2.07

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 9 REGULAR ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$35.50/T	\$40.00	\$7.00
5 "T"	\$27.50/T	\$20.00	\$4.00
10 "T"	\$23.50/T	\$8.90	\$2.25
15 "T"	\$23.00/T	\$6.00	\$2.00
20 "T"	\$21.90/T	\$4.00	\$2.00
25 "T"	\$20.20/T	\$2.75	\$2.00
50 "T"	\$18.90/T	\$1.50	\$2.00
75 "T"	\$18.10/T	\$1.00	\$2.00
100 "T"	\$17.60/T	\$.60	\$2.00
200 "T"	\$17.20/T	\$.45	\$2.00
300 "T"	\$16.90/T	\$.29	\$2.00
500 "T"	\$16.40/T	\$.23	\$1.50

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 10 REGULAR ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$35.50/T	\$30.00	\$2.00
5 "T"	\$27.00/T	\$15.00	\$2.00
10 "T"	\$23.75/T	\$7.00	\$2.00
15 "T"	\$23.10/T	\$5.00	\$2.00
20 "T"	\$21.80/T	\$3.50	\$2.00
25 "T"	\$20.50/T	\$3.00	\$2.00
50 "T"	\$18.90/T	\$1.50	\$2.00
75 "T"	\$18.10/T	\$1.00	\$2.00
100 "T"	\$17.60/T	\$1.00	\$2.00
200 "T"	\$16.90/T	\$1.00	\$2.00
250 "T"	\$16.70/T	\$1.00	\$2.00
400 "T"	\$16.50/T	\$1.00	\$2.00
500 "T"	\$16.40/T	\$1.00	\$2.00

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 6-3/4 **WINDOW** ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	PER "T" FOR TINT
5 "T"	\$31.50/T	\$14.68	\$2.07
10 "T"	\$27.75/T	\$7.00	\$2.07
15 "T"	\$26.00/T	\$5.00	\$2.07
20 "T"	\$23.90/T	\$3.25	\$2.07
25 "T"	\$23.50/T	\$3.00	\$2.07
50 "T"	\$22.10/T	\$3.00	\$2.07
100 "T"	\$20.60/T	\$1.75	\$2.07

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 9 WINDOW ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$38.90/T	\$40.00	\$7.00
5 "T"	\$30.95/T	\$20.00	\$4.00
10 "T"	\$26.95/T	\$8.90	\$2.25
15 "T"	\$26.10/T	\$6.00	\$2.00
20 "T"	\$24.75/T	\$4.00	\$2.00
25 "T"	\$23.75/T	\$2.75	\$2.00
50 "T"	\$21.95/T	\$1.50	\$2.00
75 "T"	\$21.60/T	\$1.00	\$2.00
100 "T"	\$20.60/T	\$0.60	\$2.00
200 "T"	\$20.40/T	\$0.45	\$2.00
300 "T"	\$19.90/T	\$0.29	\$2.00
500 "T"	\$19.40/T	\$0.23	\$1.50

BID NO. 216107-005      **Data-Mation Printing & Graphics Inc.**

PRICING FOR # 10 **WINDOW** ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$38.90/T	\$30.00	\$2.00
5 "T"	\$30.50/T	\$15.00	\$2.00
10 "T"	\$26.30/T	\$7.00	\$2.00
15 "T"	\$25.80/T	\$5.00	\$2.00
20 "T"	\$24.60/T	\$3.50	\$2.00
25 "T"	\$23.30/T	\$3.00	\$2.00
50 "T"	\$21.75/T	\$1.50	\$2.00
75 "T"	\$21.50/T	\$1.00	\$2.00
100 "T"	\$19.95/T	\$1.00	\$2.00
200 "T"	\$19.80/T	\$1.00	\$2.00
250 "T"	\$19.50/T	\$1.00	\$2.00
400 "T"	\$18.91/T	\$1.00	\$2.00
500 "T"	\$18.70/T	\$1.00	\$2.00

lmk